

SMRC for Adult Education Monthly Meeting			
10.14.2019		3:30pm – 5:00pm	Santa Monica College – Bundy Campus, Rm 123
Meeting called by	Dione Carter & Devon Smith		
Type of meeting	Consortia – Monthly Meeting		
Facilitator	Ashley Mejia, Anthony Fuller		
Note taker	Lorena Martin		
Timekeeper	Lorena Martin		
Attendees	Alexandra Morgan, Anthony Fuller, Audra Wells, Cynthia Peña, Dione Carter, Justin Lee, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Luis Jauregui, Lynn Harvey, Marie Antoinette Manuel-Esquera, Miguel Ramirez, Nancy Bender, Nataly Gonzalez, Norma Torres-Gonzalez, Patricia Hernandez, Saman Mehrazar, Scott Silverman, Victoria Wozniak		
Review/Approval of Minutes	Minutes available as handout. SMRC Governing Board review and approve minutes.		
Welcome, Introductions, Announcements			
3:30 – 3:40	Dione Carter, Devon Smith		
Discussion	Introductions and brief comments		
	<ul style="list-style-type: none"> • Welcome and introductions. Meeting agenda review. Budget expenditures and minutes distributed via hand out. SMRC Governing Board approves final plans, budgets, budget reports and minutes. • Announcement regarding upcoming Epic Coffee Break event by Devon Smith. Event invitation presented to group with an open invitation for all members to attend. Event to take place at the Michelle and Barack Obama Center for Inquiry and Exploration Multi-Purpose room. Free parking through Pine St. • Dione Carter introduced Governing Board members with members giving brief remarks. • Ashley Mejia requested that new community partners fill out provided form to help create a student user-friendly Community Partner Resource Guide. • Anthony Fuller commented regarding year four of community partner event. He introduced Miguel Ramirez-AEC Senior Office Assistant, Dr. Patricia Hernandez-AEC ESL Faculty Lead and Jennifer Villaryo-AEC Curriculum Lead 		
Conclusions	Members invited to participate in community partner event and asked to fill resource guide forms.		
Action Items	Person Responsible	Deadline	
N/A			
Community Partner Spotlight: OneWest bank			
3:45 – 4:00	Victoria Wozniak		
Discussion	Comments regarding services provided and partnership support.		

NEXT MEETING: Monday, Dec 2, 2019, 3:30-5:00PM. SMMUSD AEC (Room 102) – 2510 Lincoln Blvd., Santa Monica, CA 90405

The SMRC is comprised of two voting members, the AEC and SMC. Members consult with campus constituencies, community members and community partners to inform decision-making.

- Cynthia and Victoria serve as Branch Operations Managers and provided information regarding bank history, description of services, and customer service awards. Bank helps the community through volunteer service hours and offers students opportunities to complete volunteer hours.
- Noncredit workshops include a 2017 noncredit job-preparedness class, training and financial literacy workshops (checks/debit cards/how to make a budget) and senior empowerment class (Scam avoidance). Planned upcoming workshops to take place once a month or every other month.
- Featured in first SMRC newsletter.
- Entry-level employment, teamwork, mentoring opportunities, and employment advancement opportunities.
- Dione suggested that Scott Silverman, SMC Older Adult Noncredit Department, connect with organization to provide workshops.
- Group participated in question/answer session with two members winning a prize.

Conclusions	Group members received information regarding services provided and partnership support. Planned participation in upcoming workshops.		
Action Items	Person Responsible	Deadline	
Planned upcoming workshops	Counselors	Once per term	
Community Partner Spotlight: JVS SoCal (Southern California JVS)			
4:20 – 4:40	Marie Guerra		
Discussion	Comments regarding services provided and partnership support.		

- West Los Angeles WorkSource Center is a federally funded (WIOA Grant) hub for job seekers. WIOA is a performance based grant with a focus on clients that are job ready. Work to market and promote job placement. Serves employers to match employers to job seekers. Majority of clients are low income and prioritize clients that are high need.
- Partnership to assist students while in training to provide supportive services funding to transition to work. Santa Monica under eligible providers list.
- Computers available for job search purposes. Assistance with interview techniques. Job search support group facilitated by a licensed therapist. Resume review assistance by Zip recruiter. One on one individualized attention and fast tracking to employers for interview depending on employer's needs. Employability workshops available for candidates as well as recruitment events. WIOA enrollment will provide individualized services. Entertainment clients are eligible for workshop fees reimbursement resources (\$300-\$500). Supportive services are available, but very limited.
- Partnership purpose would be to hold a specialized recruitment event when student is about to complete training. Clients informed of upcoming job fairs and invited to attend subject/employer themed job fairs. Already work with One West Bank (mock interview). William Morris, top talent agent, volunteered to do a round table for entertainment industry clients. Partnership with Chrysalis to target homeless or about to be homeless clients. JVS works with everyone, but prioritize clients most in need.
- Question and answer session. Questions regarding follow-up and scheduling meetings. Catherine has met with Dione and have planned upcoming presentations. Will work with Liz Koenig to plan ESL presentations.

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Conclusions	Group members received information regarding services provided and partnership support. Planned participation in upcoming workshops.		
Action Items	Person Responsible	Deadline	
Planned upcoming workshops	Counselors	Once per term	
Community Partner Spotlight: Santa Monica Public Library			
4:40 – 5:00	Nancy Bender, Literacy Coordinator		
Discussion	Comments regarding services provided and partnership support.		
<ul style="list-style-type: none"> • Informational materials provided to group. Literacy programs available with many free programs offered year round. Programs include adult literacy, family literacy, One-on-one tutoring, career online High School Diploma, ESL and Citizenship classes, walk-in tutoring, LEAMOS Spanish literacy, homework help (1st-8th grade), health & wellness classes, volunteer opportunities (retired teachers), and Community Kids Social Justice Programs. • Technology focused programs include technology help through “Appy” Hours workshops, computer workshops, computer open labs, and career workshops. • Family focused programs include workshops to support engagement between caregivers and children with a focus on centered-based learning. Play center available all the time. Preschool age up to Kinder Reading-2-Go kits available for 6-week loan period. Prekindergarten Ready Rosie program to assist in building vocabulary. • Current collaborations include working with the SMMUSD Adult Education Center, outreach efforts to Olympic High School parents and students, hosted a 9-week ESL class series for SMMUSD parents (March-May 2019), Bilingual Parents meeting participation, and a working relationship with Community Corporation. • Presence in the community and outreach through meetings and festivals, walk-in tutoring at Community Corporation locations, library social worker, Pop-up beach library 2-3 times a year, Kids reading to animals (Dog Days of Summer), school visits by school groups, teen advisory groups that are teen led and the People Concern. People Concern is a local agency running homeless organizations. • Library currently working on developing evening and weekend programs. Reach out to coordinate a visit and or to request more information. 			
Conclusions	Group members received information regarding services provided and partnership support.		
Action Items	Person Responsible	Deadline	
N/A			
Closing comments, Announcements			
5:00 – 5:05	Dione Carter, Devon Smith		
Discussion	Closing comments and final meeting announcements.		
<ul style="list-style-type: none"> • SMRC ESL Faculty Leads and Chrysalis will present at next meeting. Please join us at upcoming EPIC Coffee Event and connect with community partners. Reminder by Ashley asking community partners to fill out and return information sheet. 			
Conclusions	Final announcements with members reminded to RSVP to upcoming EPIC Coffee Event.		
Action Items	Person Responsible	Deadline	
EPIC Coffee Event participants to RSVP	All	10/18/19	

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